

SELECTBOARD MEETING

Approved Minutes

September 9, 2013

7:00pm Calais Town Hall

Attending: Denise Wheeler, Scott Bassage, Toby Talbot, Rose Pelchuck, Donna Fitch, Bill Davis, Will Walters, Alfred Larrabee, Steve Cusick, Stephanie Kaplan, Shaun Fielder, Laurie Fielder, Nate Singleton, Jacob Vuillemin, Bill Powell, Alan May and Alan Beauregard.

Absent: John Brabant

Actions:

Approval of July 18th Joint Meeting Minutes – Toby Talbot made a motion to approve the Minutes as written. The motion was seconded, voted on and carried 4-0.

Approval of August 26th Minutes – Toby Talbot made a motion to approve the Minutes. The motion was seconded. Two corrections were made. The motion was voted on and carried 4-0.

Town Invoices and Road Commissioner's Orders of the Day - The Selectboard reviewed and processed the invoices and orders of the day as per usual protocol.

Budget Update – Donna Fitch, Town Clerk & Treasurer, noted tax revenue collections are coming in, therefore the short-term loan taken out in anticipation of taxes will be paid back on schedule by the end of September.

Signage for recycling depot – Scott Bassage made a motion to have Chris Miller make the new sign for the Trash/Recycling Depot in the agreed upon design. The motion was seconded, voted on and carried 4-0.

Appointment for Second Constable and Second Animal Control Officer – Nate Singleton has expressed some interest in serving the town as Second Constable. Denise Wheeler made a motion to appoint Nate Singleton as Second Constable and Second Animal Control Officer. The motion was seconded, voted and carried 4-0.

Public comment on non-agenda items – Alan Beauregard asked why he was not selected as the contractor to replace the roof on the town hall since his bid was \$5,000.00 less than the contractor selected. Scott Bassage responded with the following rationale why he recommended to the Selectboard that Hutchins Roofing & Sheet Metal Co. be chosen based on the certainty that Hutchins would provide the following:

- 24-Gauge Double-lock standing seam roof
- Insurance for the organization doing the work
- Scaffolding
- Man Lift for steeple
- Power seamer

Alan Beauregard cited the reasons why he believes he should have been chosen. The contract with Hutchins Roofing & Sheet Metal Co. was signed on July 22, 2013 and partial payment has been made so there is no reconsideration of the contract.

Conservation Commission – The Selectboard reviewed the draft letter of support that Steve Cusick, Conservation Commission Chair, drafted regarding the Nature Conservancy's purchase of 108 acres adjacent to the Chickering Bog. Denise Wheeler had some questions about the draft letter that were answered. Scott Bassage made a motion to authorize a \$15,000.00 expenditure from the town's Conservation Fund to the Nature Conservancy towards the purchase of 108 acres adjacent to the Chickering Bog on Lightening Ridge Road. The motion was seconded, voted and carried 4-0. As stated at the last meeting, the Conservation Commission has unanimously approved using \$15,000.00 from the Conservation Fund towards the purchase of this parcel.

Village Center Designation – Steve Cusick provided the background information about a village center designation noting there are some reporting responsibilities. The basic goal behind this is to get a planning grant to do a natural resources inventory of the town, which can be used by several different groups in town. Toby Talbot made a motion to support the Village Center Designation Application for the villages of Maple Corner, East Calais and Adamant and to authorize Denise Wheeler to sign the application on behalf of the Selectboard. The motion was seconded, voted and carried 4-0.

Curb Cut Access Permit Application – The Selectboard reviewed the application from Shaun Fielder for access on Nelson Pond Road. After some discussion it was determined that, this is an existing curb cut that grants access to the Leonard property. Toby Talbot noted this to be an existing grand fathered curb cut that does not require a new curb cut permit. Shaun Fielder will install a dry box culvert up the driveway to divert water away from the road.

Road Commissioner Update - Alfred Larrabee hopes to have the roadwork to remove a clay boil on Moscow Woods Road done by Wednesday, September 11th and the road re-opened. Alfred has not received any complaints about the road closure. The next clay boils the road crew will work on will be the two on Kent Hill Road, each area being about 100 feet long. The road is expected to be closed for 7-10 days. Alfred Larrabee was advised to inform townspeople, the bus company and both fire departments. Notice will be published on Front Porch Forum and posted in the usual locations around town.

Stephanie Kaplan spoke about the condition of Jack Hill Road, with ditches filled in with gravel. The road she measured is 24 feet in width plus the ditches are full of gravel. Alfred responded giving his view of the situation. Denise Wheeler suggested it be looked at Wednesday, September 11, 2013 at a site visit. Those interested should meet at Stephanie Kaplan's driveway at 10:00am.

Alfred Larrabee obtained quotes for having white lines painted on the County Road. The cost is \$1,500.00 then \$3,500 more to remove the old lines if the Selectboard wants to change the line position. Toby Talbot suggested checking with Tom Anderson at AOT District 6 for his insight. Toby Talbot will check with Tom and then confer with the Selectboard members.

PACE Program – Bill Powell provided background information noting the contract to become a PACE participating municipality was signed in 2012 but now the documents have changed. Bill Powell views these recommended changes as legal changes to be sure the Efficiency Vermont lawyers were satisfied. The language changes do not impact the town offering this program to homeowners. Toby Talbot made a motion to resign the contract to participate in the PACE Program and authorize Denise Wheeler to sign on behalf of the Selectboard. The motion was seconded, voted on and carried 4-0.

Weight limit on bridge on Upper Road and North Calais Road – Alfred Larrabee reported there was a concern from the bus company about when the posted weight limit on the bridge on Upper Road and the documentation behind it. Rose Pelchuck and Donna Fitch searched the Selectboard Minutes and found no documentation regarding posting a weight limit on this bridge. Discussion ensued. Alfred Larrabee will contact the bus company (Denise will follow-up if needed) and tell them that the town is not going to perform an engineering study to determine the actual weight limit. Fully loaded town trucks with snowplow and wing, estimated to weigh 80,000 pounds, go over the bridge. The school bus weighs about 27-30,000 pounds.

Better Back Roads – Alan May is the Better Back Roads Coordinator, which is now a program administered through VTrans. Alan May provided background about the program and recent transitions to be part of the Agency of Transportation. Denise Wheeler also provided background on our experiences with this program. Alan May reported 94 towns have applied for grant funding. The total amount to be allocated is \$667,000.00; Calais is ranked #24 out of the 94 towns. Alan May stated Better Back Roads is pushing the best management standards, fairly basic to give the road some drainage. Toby Talbot reviewed the sketch he prepared for work that needs to be done on Singleton Road. Stephanie Kaplan reiterated the town agreed not to do any major projects, like this until the roads committee has a chance to review in detail the scope of this project as planned. Toby reminded everyone this section of road is listed on the CVRPC report as Erosion site #6. Alan May would like to know by the first of November if Calais decides to participate and receive the grant

award. The town could write a letter of extension so Calais wouldn't miss out on receiving the grant funds.

Roads Committee Update – The committee will be meeting Thursday at 7:00pm. The subcommittees have been working on their respective projects Stephanie Kaplan reported.

New Job Descriptions for the Road Crew – The Selectboard has worked through the summer, in conjunction with our attorney, to develop new job descriptions for the Road Commissioner, Road Crew Workers (Level 1, 2 and 3 based on experience and responsibility) and a newly created part-time position, Highway Operations Manager, which were made public tonight. Alfred Larrabee, Road Commissioner, asked why did he have a lot of responsibility taken away. Denise Wheeler responded by saying by restructuring the Road Commissioner position putting the emphasis on the actual road work and less paperwork, computer work, etc. and creating a new position to do all the spreadsheets, road data records, grant paperwork and evaluations, it will be better for both Alfred and the Selectboard (we will get the information requested). Alfred said, “It is going backwards and not forward and I like to go forward.” Alfred Larrabee said, “This is a demotion for me and I don’t like it.” Denise asked him to share this with the road crew and come together next time with items to discuss. Rose Pelchuck urged Alfred to be objective and open minded when he presents these new job descriptions to the road crew. Scott Bassage reiterated the Town of Calais is our number one consideration. Denise Wheeler asked him to review the documents and we will discuss it, keeping in mind what is in the best interest of the town.

Public Meeting Law Requirements – Denise Wheeler would like to have a potluck dinner with the various boards & commissions in town and have Garrett Baxter from VLCT talk about Open Meeting Law and the requirements to comply. Denise Wheeler, with permission from the Selectboard, will contact the various boards and commissions to organize this.

GAR Road –The Selectboard discussed the fact it has come up more than once recently about whether GAR Road is a private road or public road. GAR Road is listed as a Class 4 Road on the Town Highway Map. The Selectboard agreed to ask an attorney how much it would cost to read through the documentation and make a determination, if possible, about this road. Denise Wheeler will contact an attorney for a quote.

Other Business – The Selectboard was reminded about the meeting tomorrow on the possible merger of CVRPC and CVEDC at the Chamber of Commerce in Berlin at 7:00pm. Denise Wheeler and John Brabant will attend. Scott Bassage will attend if John cannot.

Toby Talbot made a motion to appoint Denise Wheeler as the authorized agent to represent Calais at the VLCT Annual Meeting on October 26, 2013. The motion was seconded, voted and carried 4-0.

Tentative Agenda for the September 23rd Meeting

- Personnel Policy
- Sheriff Contract with Sam Hill
- Further discussion on job descriptions for the Road Crew
- Conservation Commission appointment
- Webmaster appointment
- Potluck dinner with various town boards & committees
- Legal quote for reviewing GAR Road documents
- Healthcare changes with the new health exchange

Toby Talbot made a motion to adjourn at 9:12pm. The motion was seconded, voted and carried 4-0.

Respectfully submitted,

Rose Pelchuck
Selectboard Member and Administrative Assistant

Note: Due to technical difficulties, there is no audio recording of this Selectboard Meeting.